



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658

## **Staff Behaviour Policy**

As a member of staff of Horringer Pre-School you are required to adhere to the following code of conduct

- Staff must adhere to all the setting's policies and procedures at all times.
- Staff will wear the uniform provided
- Staff will wear sensible non slip shoes whilst on duty.
- Staff must observe confidentiality at all times both inside and outside the setting
- Staff must inform the designated person within the setting before 07:30am if they are sick and unable to attend
- Staff must make sure they are ready to start work at the beginning of their shift.
- Staff must not smoke on or around the premises, designated place only to be used.
- Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required
- Staff are to keep the children's Learning Journeys up to date, complete the 2 year old check
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times
- Staff will not show favouritism
- Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
- Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner.
- If a member of staff suffers a sickness bug, they are not permitted to return to work for a period of 48 after the last episode.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room or outdoor environment.



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- Incidental overtime may be required, if ratios cannot be met on certain days due to sickness or training. You will be required to have a positive attitude and endeavour to accommodate this wherever possible.
- If a senior member of staff requires you to stay for a short period, after your shift has finished, then please do so and this will be treated as incidental overtime, unless otherwise arranged.
- Staff participate in annual appraisals and inform their manager of any lifestyle changes that may lead to extra support and peer guidance in order to help them with their general well-being and role within the setting.

#### **Medication**

- If you are taking regular medication you must inform the settings manager Stephanie Page or the deputy manager Mel Hyde-Carre of any possible side effects which may prevent you from carrying out your duties. All medication must be kept in the office or placed in the medication box. Staff medication form to be completed.

#### **Safeguarding**

- As a member of staff of Horringer Pre-School, you are required to inform the manager or deputy manager of any safeguarding issues which may occur at home, any allegations made against yourself or any member of your family living with you or partner that may not be living with you.
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be placed in the designated area in the kitchen. You are permitted to check your phones during your lunch break or if you waiting for an emergency phone call. If you need to use your phone during a session (either text or call) then please seek permission from the manager or deputy manager.
- Staff must use the main telephone for contacting parents to communicate information about their child. Staff must not message or phone parents about their child at preschool on personal phones.



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- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.
- Staff will not be permitted into the preschool if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to a manager and a record of your concerns to be kept and placed in the safeguarding folder.
- Never let strangers into the setting without first asking for Identification
- Children will be released into the care of their parents/carers. If there is a third person to collect the child, we state that the parent has to call ahead to inform us first and then give the password out to the third person.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site. As a member of Horringer Preschool, you may not befriend parents on the social networking sites unless you were friends before working here.
- Inform the named person for safeguarding of any safeguarding issues regarding your colleagues, all details given will be treated confidentially.

**Staff Declaration** I have read and understood the above policy:

Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date

**Feedback**

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